



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ARCHITECTURAL PROJECT MANAGER I	Class No. 003591
ARCHITECTURAL PROJECT MANAGER II	Class No. 003592
ARCHITECTURAL PROJECT MANAGER III	Class No. 003593

■ CLASSIFICATION PURPOSE

To manage and/or design county architectural projects and studies of varying costs; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Architectural Project Manager I:

This is the entry-level class in the Architectural Project Manager series. Under the general supervision of an Architectural Project Manager III and/or Project Manager, incumbent manages projects of small to moderate costs ranging up to \$300,000 and assists the Architectural Project Manager III's with larger projects.

Architectural Project Manager II:

This is the journey-level class in the Architectural Project Manager series. Under the general direction of the Chief, Facilities Planning, Architectural Project Manager II manages projects ranging up to \$3 million in cost and projects involving multiple user departments.

Architectural Project Manager III:

This is the lead and the highest-level class in the Architectural Project Manager series. Under the direction of the Chief, Facilities Planning, the Architectural Project Manager III is a registered architect who manages projects of any scope, cost, and size.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Architectural Project Manager I

Essential Functions:

1. Coordinates the planning, program administration, design, construction, and warranty of building projects ranging in cost of up to \$300,000.
2. Performs project studies and research.
3. Prepares and reviews detailed architectural designs, construction documents, and technical specifications.
4. Prepares, monitors, and controls project estimates, budgets, and schedules.
5. Prepares, implements, and monitors the progress of architectural projects.
6. Administers design and construction contracts by reviewing proposals, negotiating project scope and price, resolving disputes, and finalizing contracts for approval by the County Board of Supervisors.
7. Provides facility construction and re-modeling information to design consultants and reviews work for regulation and code compliance, contract conformance, quality assurance, and appropriate function.
8. Monitors contractors' work on construction programs.
9. Prepares correspondence, reports, and other project documents.

10. Participates in public hearings by preparing and presenting project reports to advisory committees, citizen groups, or other groups.
11. Serves as a county witness during court proceedings.
12. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Architectural Project Manager II

Essential Functions:

All the duties listed above and

1. Coordinates the planning, program administration, design, construction, and warranty of building projects ranging in cost up to \$3 million.
2. Coordinates projects involving multiple users departments.

Architectural Project Manager III

Essential Functions:

All the duties listed above and

1. Coordinates the planning, program administration, design, construction, and warranty of building projects of any scope, cost, and size.
2. Assigns and oversees the work of Architectural Project Managers I in the administration of a major project.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Management principles and techniques in the planning, program administration, design, and construction of building projects.
- Modern architectural methods, principles, and practices of solving architectural and construction problems.
- Methods and practices of budget and schedule preparation and management for architectural projects.
- Contracting negotiation methods and techniques.
- Application programs commonly used (i.e., windows, word processing, spreadsheets, scheduling programs).
- Federal, state, and local codes and regulations pertaining to public building projects (building codes, administrative codes, contracting law, and general public financing).
- Principles and practices of mechanical and electrical engineering.
- County customer services objectives and strategies.

Architectural Project Manager III (in addition to the above):

- Supervision and training principles and practices.

Skills and Abilities to:

The following apply to all classes:

- Coordinate the planning, program administration, design, construction, and warranty of building projects of varying uses, sizes, and costs.
- Apply modern architectural methods and techniques to prepare conceptual and detailed designs and construction documents and technical specifications.
- Direct and monitor the work of project consultants for regulation and code compliance, contract conformance, quality assurance, and appropriate function.
- Analyze departmental needs for new or remodeled facilities and makes recommendations.
- Prepare cost estimates and monitor and control building project budgets and schedules.
- Negotiate contracts for consultant services and construction projects.
- Negotiate and resolve disputes and issues.
- Prepare architectural project reports and correspondence.
- Work in highly computerized environment utilizing windows, word processing, spreadsheets, and scheduling programs.
- Maintain records and files.
- Provide presentations to the public and other agencies.

- Effectively communicate orally and in writing.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed service through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Architectural Project Manager III (in addition to the above):

- Lead the work of subordinate Architectural Project Managers and support staff.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Architectural Project Manager I

1. Bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalent in architecture AND two (2) years of professional experience in architectural design and project management involving construction, modification, or space planning of general building facilities; OR
2. Associate of Arts degree as described above AND four (4) years of progressively responsible experience as described above; OR
3. Six (6) years of progressively responsible, professional, architectural experience, consisting of four (4) years in architectural design AND two (2) years in project management involving construction, modification, or space planning of general building facilities.

Architectural Project Manager II

1. Bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalent in architecture AND two (2) years of professional level experience in architectural design AND two (2) years of project management experience involving construction, modification, or space planning of multi-use or institutional facilities OR
2. Associate of Arts degree as described above AND six (6) years of progressively responsible, professional experience in architectural design and project management involving construction, modification, or space planning of multi-use or institutional facilities OR
3. Eight (8) years of progressively responsible, professional experience, consisting of four (4) years in architectural design; AND four (4) years in project management involving construction, modification, or space planning of multi-use or institutional facilities.

Architectural Project Manager III

1. Bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalent in architecture AND ten (10) years of increasingly responsible, professional architectural experience. Previous experience must have consisted of at least two (2) years of managing or designing major architectural projects of multi-use or institutional facilities in excess of \$5 million; OR
2. Associate of Arts degree as described above AND thirteen (13) years of increasingly responsible, professional architectural experience. Previous experience must have consisted of at least two (2) years of managing or designing major architectural projects of multi-use or institutional facilities in excess of \$5 million.
3. Fifteen (15) years of progressively responsible, professional, architectural experience. Previous experience must have consisted of at least two (2) years of managing or designing major architectural projects of multi-use or institutional facilities in excess of \$5 million.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, crawling, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

Essential functions require that incumbent maintain physical ability to climb ladders, traverse through construction areas with rough, uneven, and sloped surfaces; and access areas of considerable heights, such as roofs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Architectural Project Manager III

Possession of a valid Architect's license issued by the California Board of Architectural Examiners. Applicants who are licensed, certified, or registered as Architects in another state may compete for these positions and be appointed to Architectural Project Manager III positions conditionally for a period not to exceed eighteen (18) months, pending certification by the State of California.

Working Conditions

Work is performed mostly in office settings. Some outdoor work is required in the inspection of land use developments and construction sites.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: June 30, 1979
Revised: April 15, 1995
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